

**Board of Chosen Freeholders  
Of The County of Burlington**

**MOUNT HOLLY, NEW JERSEY  
08060**

**OFFICE OF THE  
BURLINGTON COUNTY FREEHOLDERS**

**Martha W. Bark  
Francis L. Bodine  
Michael J. Conda  
Vincent R. Farias  
Robert H. King**



**Frederick F. Galdo  
Clerk / Administrator**

**609-265-5020**

**AUGUST 26, 1992**

**\* \* \* \* \***

**REPORT TO THE GOVERNOR OF NEW JERSEY**

**AND**

**THE LEGISLATURE OF NEW JERSEY**

**ON THE**

**9-1-1 LOCATABLE MAILING ADDRESS LAW**


**PILOT PROGRAM**

**BEING IMPLEMENTED**

**IN**

**BURLINGTON COUNTY**

**NEW JERSEY.**

  
**ROBERT H. KING, DIRECTOR  
BURLINGTON COUNTY  
BOARD OF CHOSEN FREEHOLDERS**

**[Title 40, Chapter 23, Article 8 (new)]  
MANDATED REPORT ON PILOT PROGRAM IMPLEMENTING  
THE 9-1-1 LOCATABLE/MAILING ADDRESS LAW  
IN BURLINGTON COUNTY, NEW JERSEY.**

Assembly Bill 4291 (Robert C. Shinn, Jr.) was signed into law by the Honorable James J. Florio, Governor of the State of New Jersey on August 16, 1991. The 9-1-1 program was already underway.

On October 23, 1991 **THE 9-1-1 LOCATABLE/MAILING ADDRESS LAW** became effective 60 days later in Burlington County, New Jersey's largest county, upon passage of Resolution No. 605 by the Board of Chosen Freeholders.

Burlington County was the third New Jersey county to go on line with **Enhanced 9-1-1** and did so officially on May 6th, 1992.

Every effort was made to get 9-1-1 on line and not make any additional changes in addressing until after that was accomplished. The data base that had been established during the mapping phase of 9-1-1 was not disturbed. 9-1-1 went on line without the **MSAG** (Municipal Street Address Guide) data and the New Jersey Bell Premise data base (location address records as opposed to N. J. Bell mailing addresses used for customer billing) was used instead.

Unfortunately postal addressing has appeared in the Enhanced 9-1-1 data base and also resulted in the incorrect routing of 9-1-1 calls to the wrong PSAP (Public Service Answering Point). These errors, when discovered during the 7-1-1 testing phase, were to be corrected as are address errors that are now found during testing and/or regular operation of the Enhanced 9-1-1 system. Call takers are required to validate, if possible, the caller's address. It now costs New Jersey Bell about \$50.00 to accomplish an address correction in their 9-1-1 system's data base.

A copy of Resolution #605 is attached because it also created an advisory committee to assist in the implementation of the Address Law. This committee is vitally important and needs to be authorized in the state-wide address law since it is the committee that can best fine tune the addressing standards of the law to any unique circumstances that exist in some municipalities and which most certainly occur in the other New Jersey counties. Municipalities are seeking advice and assistance from the committee on a regular basis especially when numbering problems exist on streets that run through several municipalities, some of which are served by the same postal facility.

It is the opinion of the Burlington County Freeholders that the 9-1-1 LOCATABLE/MAILING ADDRESS LAW, **as enacted**, is vital to the implementation of **9-1-1** and to the protection of the life, health, safety, and property of the public.

Continued...

It is also the opinion of The Freeholders, The Committee members, and the emergency management staff that the Law should be enacted for the entire State of New Jersey as soon as possible and a list of minor technical changes is attached for that purpose.

The Law should be applied state-wide because it works.

When the United States Postal Service is able to grant LAST LINE IDENTITY, as they have done in circumstances where it could be accomplished easily, a final LOCATABLE/MAILING ADDRESS is achieved.

It is absolutely necessary to have that one address that works for **9-1-1 EMERGENCY** and mail delivery as well as the delivery of goods and services. The addresses developed by the Law tell the truth, work, and are accepted and adopted by the public for that reason even though address changes can be most annoying.

It is best to implement the house number, the correct street name, and the municipal identity all at the same time, but the failure to enact this legislation prior to the implementation of 9-1-1 makes the need for house numbering so urgent most address corrections are done in a two-step process and in some cases obtaining the LAST LINE IDENTITY may take months or even longer to achieve.

Implementation of the address law state wide would further impress upon the United States Postal Service that it is time for them to resolve LAST LINE IDENTITY requests by developing a program to accomplish that requirement even when serious modifications to postal operations and/or municipal name changes are required. A recent letter to the U.S.P.S. Divisional General Managers is attached for amplification because the U.S.P.S. has done the minimum in terms of implementing the Address Law, and vital issues needed clarification. As stated in the letter, this is the first address law in the nation, and the dual address problem does exist in other states which explains their predicament. Such problems, however, do not excuse them from dealing with the reality, as it now exists in New Jersey which is a state highly motivated to solving address confusion.

The U.S.P.S mandate is to deliver the mail and uninterrupted mail delivery is one of many goals supported by the Burlington County Address Committee.

It must be noted that the U.S.P.S. is now organized as a corporation and has no exemption from federal or state laws, or related liability. Postal addressing has been a very serious and costly problem prior to and during the implementation of the 9-1-1 program, and it is most distressing that even after the 9-1-1 program is on line, postal addresses can still be "loaded" into the 9-1-1 data bank.

Continued...

Burlington County developed and used a **CAD (Computer Address Data)** system for years and it is now being used to validate all 9-1-1 address displays.

Many other counties and most municipalities do not have this primary data and are totally dependent on the address that is displayed and/or the address data verbally given by a caller.. If it is a postal address, not a location address, the caller is at risk if the call taker does not succeed in the validation process. There is nothing that justifies dual addressing and the continued existence of postal addresses is simply unacceptable, especially in terms of municipal and county mandates and related liability.

To allow existing dual addressing to continue solely to accommodate long term postal operations is so unwise that serious ramifications are unavoidable, especially when state officials have now testified to the existence of postal addresses in the 9-1-1 data bank. Postal addressing also has a negative impact on all data computations that are gathered on ZIP-Code areas or postal names and then applied to municipal functions. Postal delivery areas are not the same as most municipalities.

The N.J. law is the obvious answer and should be supported by Federal legislation if needed. Senator Bill Bradley and Congressman H. James Saxton have co-introduced legislation which would have enabled a municipality to assert its identity if it achieved an ordered property numbering system and correct street names. The bill has been obfuscated by the United States Postal Service who resisted the legislation until a broad group of cities started to assert the need for the law. Then the U.S.P.S. granted LAST LINE IDENTITY on a pilot basis to dilute the support for the federal legislation which was intended to assist cities and municipalities experiencing the problems dual addressing causes and wanting a final solution. It was not expected that any state would act in such a pioneering fashion by resolving the problem with a state law.

**Enhanced 9-1-1** is a county, by county, program and experience in Burlington County shows that location addressing is vital and postal addressing is disastrous. Experience also shows that the numbering by mile post markers speeds response time and resolves numbering confusion that existed when neighboring municipalities used the same numbering sequences, and/or were served by the same postal facility. Mile post numbering puts the numbers into sequence along the entire cartway and on state highways where medial barriers exist the mile post numbering pin points the location on the highway so the delays caused by going past and having to make two jug handle turn-a-rounds is avoided. Time is vitally important in an emergency.

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The numbering sequences also assist in the CAD verification of displayed 9-1-1 automatic location indications.

Experience has also indicated that the numbering and street name protocols as defined in the 9-1-1 LOCATABLE/MAILING ADDRESS LAW are vital and work as the standard. The flyer with 9-1-1 stickers that has been distributed by **OETS** (New Jersey State Office of Emergency Telecommunications Services) attests to the need for a house numbering standard. The Law requires proper numbering of malls, boat yards, trailer parks, and so on. This is just as vital as replacing the rural route numbers issued by a post office. Many municipalities failed to handle addressing in the past because no standard existed and that is the one major reason why dual addressing evolved in New Jersey and many other states.

The Burlington County Address Committee has issued two news letters which provided important information to the municipalities and in so doing resolved some policy matters with state and county departments. Those news letters are attached as are resolutions which handle municipal maps and new street developments at the county level, as required by the law. The support of the public and the municipalities has been demonstrated by what has already been accomplished without funding of any kind from the state. Some budgets were able to get spending outside the caps.

Some examples of fine tuning by the address committee are briefly described below:

One retirement community has very readable and well posted house numbers that are 1 1/2" high and work very well. 3" high letters are the standard. The adjustment was allowed for the existing 2000 homes and the residents supported the change from the postal name to the municipal name as LAST LINE IDENTITY and a unified ZIP-Code was accomplished.

A village in one municipality is listed on the HISTORIC REGISTER. The names of streets and house numbering were not subject to change. Other adjustments were made so that the goals of the Law and the Historic Register were both accomplished and public acceptance was achieved.

One municipality with a Hunter's Lane is served by the same post office as another with a Hunter's Lane in quite a different location. Both Hunter's Lanes are served by the New Jersey State Police and had the same numbering sequence. Upon request from the delivering post office, the committee recommended to the one municipality with only two dwellings involved that they shift their numbering sequence to the 100 series thus eliminating any duplications.

Continued...

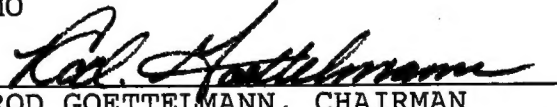
Use of the postal name could still mean either of the two streets, but the divergent number sequences will work for the post office and indicate on the County's 9-1-1 / CAD data base which municipality is the correct location for that street.

In one municipality there is an intersection of Church Road and Church Street. The Committee mile posted both roads and started the mile posting of Church Road (a major county highway) where it begins at the Delaware River in Camden County. The mile posts for Church Road are therefore higher than those on Church Street. The Committee is requesting that all municipalities on Church Road mile post number that cartway until it becomes Mill Street in Historic Vincentown Village, Southampton Township. The committee is suggesting that Moorestown number Church Street by the low number mile posts. If the municipality wishes to change the name of Church Street it is free to do so but the committee felt that the obviously divergent numbering would eliminate the confusion that presently exists. It is up to the municipality to resolve the problems that have been documented.

During the six months between formation of the Committee and the implementation of 9-1-1 all 508 miles of the county highways were mile posted at a cost of about \$25.00/mile. If existing property numbers on a county highway work properly and/or are related to a street name mile post numbering is not needed or used, but the highway departments have increased their efficiency by using the mile posts in their work orders, as have police in their reports. That was a unexpected benefit. Unless there was an obvious need to start the numbering at some other location the county highways were mile posted with zero being on the southern or western county line.

The address committee sponsored a seminar for all Burlington County municipalities and serves to assist the municipalities and the U. S. Postal Service in accomplishing the goals of the 9-1-1 MAILING/ADDRESS LAW.

ATTACHED: A-1 RESOLUTION #605 (ENACTING LAW)  
A-2 SUGGESTED CORRECTIONS TO LAW  
A-3 LETTER TO U.S.P.S. DIVISION MANAGERS  
A-6 NEWS LETTER #1  
A-7 NEWS LETTER #2  
A-10 RESOLUTION (MUNICIPAL MAPS TO CLERK'S OFFICE)  
A-12 RESOLUTION (NEW STREETS)  
A-14 RESOLUTION OF ADOPTION (THIS REPORT)  
A-15 OETS STICKER MEMO

  
ROD GOETTEL MANN, CHAIRMAN  
BURLINGTON COUNTY 9-1-1 LOCATABLE  
MAILING ADDRESS COMMITTEE



# RESOLUTION

WHEREAS, in August 1991 A-4291 was signed into law creating a program for the establishment of a standard mailing address system the function for use in conjunction with the proposed 9-1-1 telephone emergency system, for delivery of mail and for all other uses for which an address is applicable; and

WHEREAS, the Legislature determined to implement a 9-1-1 locatable mailing address pilot program in Burlington County; and

WHEREAS, this law was to become effective within 60 days of the date of its enactment; and

WHEREAS, 60 days have expired and this bill has become law; and

WHEREAS, in accordance with the statute the governing body of Burlington County must, by Resolution, establish a 9-1-1 locatable mailing address system within the County; now, therefore, be it

RESOLVED, by the Board of Chosen Freeholders of the County of Burlington that each municipality within the County of Burlington shall implement 9-1-1 locatable mailing address system in accordance with A-4291 as adopted of Chapter 23, Title 40 of the revised statutes (3) A through R; and, be it

FURTHER RESOLVED, that municipalities within the County of Burlington shall complete the review required under section 3 of the Act and to complete all changes required under section 4 of the Act as soon as practical and in combination with preparations for the implementation of the mandated enhanced 9-1-1 Program; and, be it

FURTHER RESOLVED, that the Board herein establishes a 9-1-1 Locatable Address Advisory Committee whose members shall be appointed by the Director. The Advisory Committee shall assist the Board and the municipalities in the implementation of the 9-1-1 Locatable Address system and shall report to the Board within one year on the effectiveness of the program; and, be it

FURTHER RESOLVED, that a copy of this Resolution together with a copy of the Legislation upon which it is based shall be immediately forwarded to the governing body of each of Burlington County's municipalities.

I hereby certify that the foregoing  
is a true, full and correct copy of  
resolution adopted by the  
Board of Chosen Freeholders of the  
County of Burlington, N.J.

*Frederick F. Galdo*  
Clerk/Administrator

MARTHA W. BARK

ADOPTED October 23, 19 91

FREDERICK F. GALDO, CLERK

## SUGGESTED CHANGES/CORRECTIONS TO A-4291

## BURLINGTON COUNTY PILOT/9-1-1 LOCATABLE/MAILING ADDRESS LAW

REVISIONS:

- PAGE 2. LINE 20: Delete **Vernon Graphics**. Substitute **computer**
- PAGE 3. LINE 43: Add after the word "listed" (as A.K.A. data)  
[also known as]
- LINE 44: Add **County mile posting shall start at ZERO at the county western or southern county lines unless the county route is coordinated with another county or another special reason exists.**
- PAGE 4. LINE 33: Add the following to the sentence. **Unless directed otherwise by municipal or county authorities** three inch letters shall be the standard, and reflective or illuminated numbers shall be encouraged.
- PAGE 5. LINE 5: Add the following sentence. **Such corrections are to be accomplished at no charge to any resident or business.**
- LINE 6: Add-The legal name of the municipality shall appear on the bottom line of all mailing addresses within the municipality **as soon as LAST LINE IDENTITY has been accomplished.**
- LINE 11: Add as follows...address and remain unchanged **unless directed otherwise by the U.S.P.S.**
- LINE 12: Start sentence with: **Once LAST LINE IDENTITY has been accomplished** the standard three line 9-1-1 ...etc.
- LINE 17: Omit...three line.

Add to Law:

On adoption of the 9-1-1 LOCATABLE/MAILING ADDRESS LAW the governing body of each New Jersey county shall establish a committee to implement the law. The committee shall adjust the addressing standards of the law to suit any unique circumstance that may exist in a municipality or in the county.

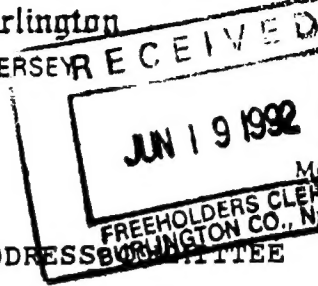
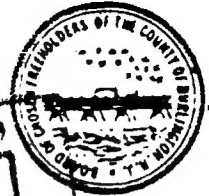
The committee shall include a municipal Mayor, a municipal 9-1-1 Coordinator, the County Engineer, the County Supervisor of Roads, the County 9-1-1 Coordinator, The Director of Public Safety, the Supervisor of County Communications, a County Attorney, and/or others as is deemed appropriate by the governing body.



# Board of Chosen Freeholders Of The County of Burlington

DEPARTMENT OF PUBLIC SAFETY  
Emergency Management  
Police Academy  
Forensic Science Laboratory  
Woodlane Road  
Mount Holly, N.J. 08060

MOUNT HOLLY, NEW JERSEY  
08060



Mailing Address  
49 Rancocas Road  
Mount Holly, N.J. 08060  
(609) 261-3900  
(609) 265-0270

9-1-1 LOCATABLE/MAILING ADDRESS COMMITTEE

5 June 1992

Postmaster Linda J. Medina  
General Manager, U.S.P.S.  
South Jersey Division Hq.  
P. O. Box 9001  
Bellmawr NJ 08099-9998

Postmaster Arthur Edwards  
General Manager, U.S.P.S.  
New Brunswick Division Hq.  
21 Kilmer Road  
Edison NJ 08899-9998

Dear Division Managers:

I believe it is necessary to confirm the positions stated by Captain Matheson and myself at the U.S.P.S. meeting held in the Bellmawr facility on June 1st, 1992.

Burlington County officials and all county municipalities are required to implement the 9-1-1 LOCATABLE/MAILING ADDRESS SYSTEM as defined by The Law. The focus of your meeting centered on LAST LINE IDENTITY and each municipality is required to obtain that status and all of them have been instructed to send the necessary requests to your offices, if necessary.

If you are unable to grant that request it is to be understood that you are to notify the municipality of that fact and also state why you are unable to grant municipal name use on the bottom line of the address. It would be beneficial for all concerned if you would also send a copy of all correspondence to this office.

If the reason for not granting LAST LINE IDENTITY relates to house numbering or street name problems a precise list is requested so that this committee can review the problems and make recommendations to the municipality so that the requirements of the law can be achieved as soon as is possible.

If there is some other problem we also need to be advised so that we can assist the municipality or municipalities from the county level to insure compliance with the law.

Continued...

PAGE TWO.  
U.S.P.S.

The suggestion by state officials that post offices be renamed is unrealistic and the suggestion that the ZIP+4 data base be cross referenced with the New Jersey Bell 9-1-1 MSAG data base is not supported by Burlington County officials. If the State of New Jersey elects to further explore that possibility the 9-1-1 Commissioners will certainly be involved.

For the record...every municipality in Burlington County is required to achieve LAST LINE IDENTITY as stated in the Address Law. Since there is a New Jersey law governing this, no postal surveys to determine public opinion are required, or are necessary unless the intent is noncompliance with the law. Since this new address law is the first in the nation nothing in Title 39 or existing postal policy was intended to authorize the Postal Service not to comply with state law. Any attempt to do so will be considered an obstruction to the implementation of New Jersey Law by this committee. Addressing is no longer subject to public opinion now that legislation has been enacted to protect the life, health, safety, and property of the public.

Achieving the stated requirements of the 9-1-1 LOCATABLE/MAILING ADDRESS LAW is necessary for the proper operation of the 9-1-1 program, and related emergency service dispatching which may occur outside the Enhanced 9-1-1 network. Cellular is a reality as are radio transmissions and the seven digit emergency numbers that have existed for years and are still programmed in most residential telephones with single button dial for police, fire, and ambulance. The public has a right to be located in an emergency just as much as they have a need and a right to have one address that tells the truth and works for 9-1-1 and mail delivery.

At the meeting it was stated that in some instances LAST LINE IDENTITY would not be possible unless authorized by a higher authority. Please advise us of that authority and be aware that time is of the essence in this matter. Postal addressing could be a matter of life and death of someone in Burlington County and for that reason the Law is to be implemented as soon as possible.

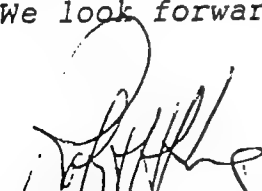
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PAGE THREE.  
U.S.P.S.

The statement by U.S.P.S. officials at Monday's meeting that the Post Office does not care about the negative impact of address confusion on Census, Federal and state tax apportionment, election redistricting, and other functions of government, but wants to help with 9-1-1 is an irresponsible statement. Dual addressing is a severe and costly problem affecting all levels of governmental operations and solving the problem is not only the law, it is an absolute priority in Burlington County.

Please be certain to send copies of letters to this committee when dealing with any Burlington County Municipality so that we are kept informed of your progress.

We look forward to your cooperation on this critical matter.



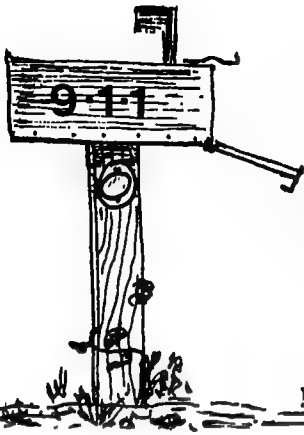
ROBERT H. KING  
FREEHOLDER DIRECTOR

Sincerely,



ROD GOETTELMAHNN  
CHAIRMAN

cc: Governor Florio  
Senator Bradley  
Senator Lautenberg  
Congressman Saxton  
Congressman Andrews  
Congressman Smith  
Assemblyman Shinn  
The Freeholders  
Mr. Bill Weagley, U.S.P.S. Government Relations (cert. mail)  
The Committee



BURLINGTON COUNTY

9-1-1 LOCATABLE/MAILING ADDRESS  
COMMITTEE'S

# NEWS LETTER

FOR MAYORS AND 9-1-1 COORDINATORS



Mailing Address  
49 Rancocas Road  
Mount Holly, N.J. 08060  
(609) 261-3900  
Fax # (609) 265-0270

MARCH 1, 1992

VOLUME ONE, NUMBER ONE

**9-1-1 EXPECTED ON LINE SOON:** Any address changes not made on the last map correction will be added to the data base after we go on line. There is just too much to do right now. This is a good time to work towards the Address Law's requirements. Once 9-1-1 is operational we will go back and perfect the address problems.

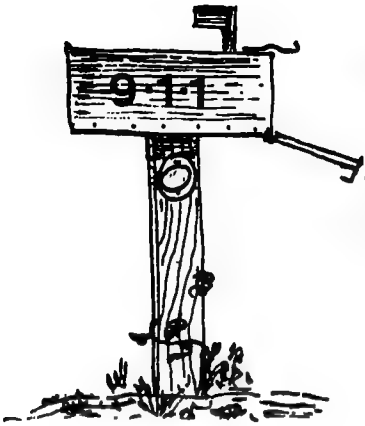
**LAST LINE IDENTITY:** By now each municipality or township in our County should either have their municipal name approved for last line use on the mailing address, or be in the process of review by your regional postal headquarters. If you have not accomplished this a sample letter is on the back of this news letter. We hope this will help and the committee has requested some changes in postal policy which may also help.

**MILE POST NUMBERING:** The U.S. Highways and State Routes should be mile post numbered by now. If not have your engineer prioritize this and implement after we go on line with 9-1-1. This should not be a surprise since it was stressed at the beginning of the 9-1-1 process. The mile posts are going up on the county roads now for numbering use where needed and other reasons. If the street name and numbering that exists now causes no problems there is no need to fix what isn't wrong, but if a problem exists along a county road mile post numbering may be the solution. We are building a file on address problems now. If you have a suggestion please call or write Jeff Matheson. (267-2275)

**SPECIAL PROBLEMS;** This committee has been formed to help the municipalities comply with the address law. Getting the dual address problem resolved is vital to the 9-1-1 program and how we all wish this had been done first, but there are also other benefits from ending address confusion. They include the elimination of census errors, state and federal funding errors, better delivery of all goods and services and more efficient mail delivery. The long term benefits of having just one address are worth the work. The committee is hoping to have the cap law revised to also assist us all in this process.

**NEW JERSEY D.O.T.:** The committee has asked the D.O.T. to review its sign policy. "Entering..." signs need to be erected and at this time we need to resolve who will erect them so that they will remain and be maintained by D.O.T. Street signs also need to be protected by D.O.T. policy and we will inform you as soon as we know. For now hold off on any new "Entering..." signs, but do put up the street signs. We don't want any delays in emergency response because a street sign is missing, especially if the street name was modified by the needs of 9-1-1. The D.O.T. was put on notice not to remove any street signs until the policy has been established.

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BURLINGTON COUNTY

9-1-1 LOCATABLE/MAILING ADDRESS  
COMMITTEE'S**NEWS LETTER**

FOR MAYORS AND 9-1-1 COORDINATORS



Mailing Address  
49 Rancocas Road  
Mount Holly, N.J. 08060  
(609) 261-3900  
Fax # (609) 265-0270

MAY 15, 1992VOLUME ONE, NUMBER TWO

**D.O.T. SIGN POLICY:** The Department of Transportation does not install street signs (blade signs on poles.) There is no objection to their existence at intersections if they are erected by the municipalities.

Street signs will not be removed by the D.O.T. and maintenance is the responsibility of the municipality.

The D.O.T., upon request, will fabricate and erect the traditional "ENTERING ....." signs which are green and white on State Highways for municipalities which request them. The request should include an indication of exactly where the State Highway crosses the municipal boundary. A map is suggested.

If a municipality wants to erect a more elaborate "ENTERING ..." sign, a request is required so that permission is granted and a decal can be attached to the municipality's custom sign(s) so that the sign(s) will not be removed in a maintenance sweep. All signs must have the break-away feature at the base of the support(s) Write to:

MR. P. NORMAN DEITCH, MANAGER  
BUREAU OF TRAFFIC ENGINEERING & SAFETY PROGRAMS  
NEW JERSEY DEPARTMENT OF TRANSPORTATION  
1035 PARKWAY AVENUE 7TH FLOOR  
CN-613  
TRENTON NJ 08625

**MAPS & DEEDS:** We are studying how we can get map data to all of the commercial map companies as well as new street or development data. It has also been suggested that 9-1-1 REGISTRATION of new house numbers and street names be delayed from preliminary approval to just prior to final approval by the planning boards. We need to check the intended street names and numbers after preliminary approval and will register the new street names and/or numbers on final approval. The goal is to lock in the 9-1-1 data and also have the data filed in the Clerk's Office. We will update you as soon as we have all the details worked out and a system developed. Our thanks to Mr. Barnett for his most helpful input.

**TAX BILL MAILINGS:** Now that 9-1-1 is on line you may want to consider including a notice in with your tax bills which will go out in the next month or so. This notice might explain the proper use and display of house numbers and the function of the old emergency telephone numbers which are now for non-emergency use, alarm companies, and alarm system dialers. We have a sample from one township if you are interested. For a copy contact Lt. Monica Gavio at 267-2275.

Continued...

**MUNICIPAL CODES:** There are three codes in use; two have the same number code look and name but are different. You need to know this if you don't already because there is no way we know of to make a change.

The MUNICIPAL TAX CODE, or COUNTY/MUNICIPAL CODE is an 03-01 to 03-04 number that the D.C.A. assigned about a decade ago and is in use by local, county, and state tax offices. It even appeared on the NJ personal income tax form so the data obtained can be properly applied to each township in spite of postal name use in the addresses. THIS CODE WILL NOT CHANGE EVEN IF A MUNICIPALITY OR TOWNSHIP CHANGES ITS NAME! This was stated by Mr. Pfieffer at the D.C.A. who also acknowledged that this code is different from the Municipal Code used by Police. The reason for the difference is that Willingboro (03-38) used to be Levittown and it had a code of 03-17, which is Willingboro's NJSP UNIFORM CRIME REPORTING 4 DIGIT MUNICIPAL IDENTIFIER. The data on the NJ State Police Crime Reports must not be applied to your municipality by number alone. Every municipality from 17 on up is one digit off. This concerns police, FBI, and maybe some funding distributions. We suggest you use the codes in such a way so your municipal name is also obvious. A list of the two codes is attached. You may want to have your Police Chief, Town Manager, and Financial Officer receive a copy of this memo.

The third code is the FIRE DISTRICT two digit code which is used in radio transmissions and related matters. It starts at 10 and runs to 90. The Federal NCIC police department codes may or may not relate to the NJSP municipal code. We are told they retire numbers when a police force is disbanded or consolidated but the message we stress is the need to confirm any code to your correct municipal name.

**COMMENTS:** Getting 9-1-1 on line was the first priority of this Committee. We also used the time to get MILE POST MARKERS installed on county roads for use, where needed, by the municipalities.

Now it is time to get the address problems resolved. Each municipality or township is responsible for compliance with the NJ 9-1-1 LOCATABLE MAILING ADDRESS LAW. The Committee may be making some specific recommendations in an effort to facilitate the elimination of address confusion or problems that have been brought to our attention. We hope these recommendations will enable everyone involved to benefit.

**A QUICK CHECK LIST:**

1. Are your internal street names and numbering in compliance?
2. Are your street names and numbers coordinated with your neighboring townships on through streets? If not, are the signs up as per the LAW?
3. Are your "ENTERING..." signs up? If not, are they ordered?
4. Are all your street signs up? Do they announce both cartways where needed? (Remember that the paramedics and back up emergency staff may not be familiar with your municipality.)
5. Have you mile post numbered the State Highways? (4 digit is best.)
6. Have you mile post numbered the County Roads or applicable segments? Need help with this? Contact Capt. Jeff Matheson at 267-2275.
7. Do you have LAST LINE IDENTITY? If not, have you made the formal request to the US Postal Service? If you have a problem, write us.
8. Have you completed notification of your residents so they know their address and also how to post the property number?

\*\*\*\*\*



NEW JERSEY STATE POLICE  
UNIFORM CRIME REPORTING  
4-DIGIT MUNICIPAL IDENTIFIER  
CODE.

T  
S  
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T  
X  
R  
I  
C  
T

**MUNICIPALITIES**

03-01 Bass River Township  
03-02 Beverly City  
03-03 Bordentown City  
03-04 Bordentown Township  
03-05 Burlington City  
  
03-06 Burlington Township  
03-07 Chesterfield Township  
03-08 Cinnaminson Township  
03-09 Delanco Township  
03-10 Delran Township  
  
03-11 Eastampton Township  
03-12 Edgewater Park Twp.  
03-13 Evesham Township  
03-14 Fieldsboro Borough  
03-15 Florence Township  
  
03-16 Hainesport Township  
03-17 Lumberton Township  
03-18 Mansfield Township  
03-19 Maple Shade Township  
03-20 Medford Township  
  
03-21 Medford Lakes Borough  
03-22 Moorestown Township  
03-23 Mt. Holly Township  
03-24 Mt. Laurel Township  
03-25 New Hanover Township  
  
03-26 North Hanover Township  
03-27 Palmyra Borough  
03-28 Pemberton Borough  
03-29 Pemberton Township  
03-30 Riverside Township  
  
03-31 Riverton Borough  
03-32 Shamong Township  
03-33 Southampton Township  
03-34 Springfield Township  
03-35 Tabernacle Township  
  
03-36 Washington Township  
03-37 Westampton Township  
03-38 Willingboro Township  
03-39 Woodland Township  
03-40 Wrightstown Borough

**BURLINGTON COUNTY - 03**

0301 Bass River Twp.  
0302 Beverly City  
0303 Bordentown City  
0304 Bordentown Twp.  
0305 Burlington City  
0306 Burlington Twp.  
0307 Chesterfield Twp.  
0308 Cinnaminson Twp.  
0309 Delanco Twp.  
0310 Delran Twp.  
0311 Eastampton Twp.  
0312 Edgewater Park Twp.  
0313 Evesham Twp.  
0314 Fieldsboro Borough  
0315 Florence Twp.  
0316 Hainesport Twp.  
0318 Lumberton Twp.  
0319 Mansfield Twp.  
0320 Maple Shade Twp.  
0321 Medford Twp.  
0322 Medford Lakes Borough  
0323 Moorestown Twp.  
0324 Mount Holly Twp.  
0325 Mount Laurel Twp.  
0326 New Hanover Twp.  
0327 North Hanover Twp.  
0328 Palmyra Borough  
0329 Pemberton Borough  
0330 Pemberton Twp.  
0331 Riverside Twp.  
0332 Riverton Borough  
0333 Shamong Twp.  
0334 Southampton Twp.  
0335 Springfield Twp.  
0336 Tabernacle Twp.  
0337 Washington Twp.  
0338 Westampton Twp.  
0317 Willingboro Twp.  
0339 Woodland Twp.  
0340 Wrightstown Borough

**DISTRICT**

**NAME**

10 MAPLE SHADE  
11 DELANCO  
12 BEVERLY CITY  
13 LUMBERTON  
14 EDGEWATER PARK  
16 WILLINGBORO  
17 SOUTHAMPTON  
18 PEMBERTON TOWNSHIP  
19 PEMBERTON BOROUGH  
20 CINNAMINSON  
21 SPRINGFIELD  
22 EVESHAM  
23 DELRAN  
24 RIVERTON  
25 MEDFORD TOWNSHIP  
26 CHESTERFIELD  
27 WESTAMPTON  
28 SHAMONG  
29 WOODLAND  
30 BURLINGTON TOWNSHIP  
31 MOORESTOWN  
32 BORDENTOWN TOWNSHIP  
33 MANSFIELD  
34 EASTAMPTON  
36 MOUNT LAUREL  
37 MEDFORD LAKES  
38 NEW HANOVER  
39 HAINESPORT  
40 FLORENCE  
41 WRIGHTSTOWN/N. HANOVE  
42 BASS RIVER  
43 TABERNACLE  
44 FIELDSBORO  
45 WASHINGTON TOWNSHIP  
46 NORTH HANOVER  
50 MOUNT HOLLY  
60 BORDENTOWN CITY  
70 RIVERSIDE  
80 PALMYRA  
90 BURLINGTON CITY

## # 428 RESOLUTION

WHEREAS, on October 23, 1991 THE 9-1-1 LOCATABLE/MAILING ADDRESS LAW became effective in Burlington County, New Jersey upon passage of RESOLUTION 605 by the Board of Chosen Freeholders; and

WHEREAS, the implementation of this law has begun under the direction of the 9-1-1 LOCATABLE/MAILING ADDRESS COMMITTEE and municipalities are in the process of updating or assigning street numbers and clarifying street names and correcting their tax maps and tax map cover sheets to reflect these changes, as adopted by the local municipal government, whereas the law requires that the new and corrected maps be made available to the public, map companies, and any State or Federal agency requesting or entitled to a copy; and

WHEREAS, this corrected tax map cover sheet, when showing house numbering sequences and other data shall be known as an EMERGENCY SERVICES MAP (EMS MAP) as required by law and which may be the cover sheet to house numbering plats (tax map with house numbers); and

WHEREAS, there is a need to have a simple system of obtaining these maps at the county for centralized use and availability to map companies and other agencies as required by law; now, therefore, be it

RESOLVED, by the Board of Chosen Freeholders of the County of Burlington that each municipality within the County of Burlington request that their municipal engineer to forward to the County Clerk's Office one copy of the official municipal EMS MAPS upon receipt of this resolution, or if the EMS MAP is not yet prepared, one copy of the complete tax map cover sheet(s) reflecting the municipal streets and street names; and, be it

FURTHER RESOLVED, that these maps should not be folded and not larger than 36" wide by 24" high which is the standard tax map size and also the maximum size of the copy machine in the County Clerk's Office; and, be it

FURTHER RESOLVED, that the County Clerk shall create a year book to contain these maps from which other agencies or map companies can obtain copies, and copy and forward copies to: The Burlington County Highway Department, The Sheriff's Office,

ADOPTED \_\_\_\_\_ . 19 \_\_\_\_

\_\_\_\_\_  
CLERK

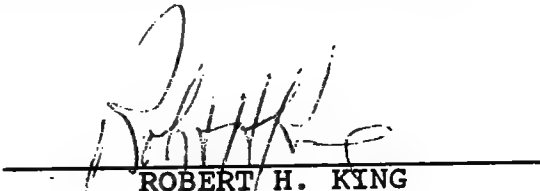
# RESOLUTION

-2-

and The 9-1-1 Communications Office who shall each create a year book for their own use; and, be it

FURTHER RESOLVED, that by each January 31 of every year hereafter every municipality should forward an updated set of EMS MAPS, or if not available, a complete set of tax maps which reflect all official street names and approved subdivisions; and, be it

FURTHER RESOLVED, that a copy of this Resolution be forwarded to the governing body of each of Burlington County's municipalities.

  
ROBERT H. KING

I hereby certify that the foregoing is a true, full and correct copy of resolution adopted by the Board of Chosen Freeholders of the County of Burlington, N.J.

  
Clerk/Administrator

ADOPTED July 8

  
FREDERICK F. GALDO, CLERK

## RESOLUTION #429

WHEREAS, on October 23, 1991 THE 9-1-1 LOCATABLE/MAILING ADDRESS LAW became effective in Burlington County, New Jersey upon passage of RESOLUTION 605 by the Board of Chosen Freeholders; and

WHEREAS, the implementation of this law has begun under the direction of the 9-1-1 LOCATABLE/MAILING ADDRESS COMMITTEE and municipalities will through the actions of their PLANNING BOARDS and/or ZONING BOARDS create new streets, subdivisions, or redo existing street names or house numbering systems as may be required by law; and

WHEREAS, there is a need for this data to be coordinated on a regional or County wide basis for municipal conflict and/or postal delivery conflict there is a need for a simple system to facilitate this process; and

WHEREAS, the 9-1-1 LAW, requires preregistration of street names in the 9-1-1 data bank prior to telephone connection; now, therefore, be it

RESOLVED, by the Board of Chosen Freeholders of the county of Burlington that each municipality within the County of Burlington should adopt the following system of 9-1-1 PREREGISTRATION for preliminary approvals and 9-1-1 REGISTRATION of all final approvals for street name changes, property numbering changes, new streets, new developments/subdivisions to comply with the 9-1-1 New Jersey State Law:

PREREGISTRATION DATA: (PRELIMINARY APPROVAL DATA) is to be forwarded to the 9-1-1 Office in the Burlington County Department of Public Safety where it will be checked for street name and property numbering conflicts and if none exist it will be stamped, PREREGISTERED FOR 9-1-1 and returned to the sending clerk or engineer as soon as possible. One duplicate copy is required for file use.

9-1-1 REGISTRATION: (FINAL APPROVAL DATA) is to be forwarded to the 9-1-1 Office in the Burlington County Department of Public Safety where it will be rechecked for street name and property number conflicts and if none exist it

ADOPTED \_\_\_\_\_, 19 \_\_\_\_


\_\_\_\_\_  
CLERK

# RESOLUTION

-2-

will be stamped, REGISTERED FOR 9-1-1 and returned or made available for pick up by the sending clerk or municipal engineer. One duplicate is required for file and map use. 9-1-1 REGISTRATION IS REQUIRED BEFORE THE NEW STREET OR SUBDIVISION CAN BE FILED WITH THE COUNTY CLERK'S OFFICE. If a new street is created the County Clerk shall send a copy of the print(s) to the County Engineer's Office and make the data available to the public and any map companies requesting such data; and, be it

FURTHER RESOLVED, that the above system shall become operative upon adoption of this resolution and that each municipality should revise their EMS MAPS, or TAX MAP COVER SHEETS, in December of each year so that these changes are reflected in the maps provided to the County each January 31st and are therefore in compliance with the New Jersey 9-1-1-LOCATABLE/MAILING ADDRESS LAW. N.J.S.A. Title 40, Chapter 23, Article 8.

  
ROBERT H. KING

I hereby certify that the foregoing is a true, full and correct copy of resolution adopted by the Board of Chosen Freeholders of the County of Burlington, N.J.

  
Clerk/Administrator

ADOPTED

July 8

1982

  
FREDERICK F. GALDO,

CLERK

# RESOLUTION

#537

WHEREAS, by Resolution No. 605 dated October 23, 1991, the Burlington County Board of Chosen Freeholders, pursuant to N.J.S.A. 40:23-47, et seq., established a Pilot Program for the implementation of a 911 Locatable Mailing Address System and created an Advisory Committee to assist said Board in the implementation thereof; and

WHEREAS, pursuant to N.J.S.A. 40:23-53 the Burlington County Board of Chosen Freeholders is required to provide a report to the Governor and to the Legislature evaluating the effectiveness of the 911 Locatable Mailing Address System being implemented in Burlington County; and

WHEREAS, the attached Report to the Governor and Legislature of New Jersey has been prepared setting forth the effectiveness of the 911 Locatable Mailing Address Program; now, therefore, be it

RESOLVED by the Burlington County Board of Chosen Freeholders that the attached report to the Governor and the Legislature of New Jersey is hereby approved; and, be it

FURTHER RESOLVED that the Freeholder Director is hereby directed to sign said report and the Clerk/Administrator is hereby authorized to transmit the report to the Governor and Legislature of the State of New Jersey.

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 ROBERT H. KING

I hereby certify that the foregoing  
is a true, full and correct copy of  
resolution adopted by the  
Board of Chosen Freeholders of the  
County of Burlington, N.J.

  
Clerk/Administrator

ADOPTED August 26, 19 92

FREDERICK F. GALDO,

CLERK



# Board of Chosen Freeholders Of The County of Burlington

MOUNT HOLLY, NEW JERSEY  
08060

DEPARTMENT OF PUBLIC SAFETY  
Emergency Management  
Police Academy  
Forensic Science Laboratory  
Woodlane Road  
Mount Holly, N.J. 08060



Mailing Address  
49 Rancocas Road  
Mount Holly, N.J. 08060  
(609) 261-3900  
Fax # (609) 265-0270

## 9-1-1 Locatable/Mailing Address Committee

TO: ASSEMBLYMAN ROBERT C. SHINN, JR.  
FROM: ROD GOETTELMAN, CHAIRMAN  
SUBJECT: THE OROS BILL  
DATE: 9 JUNE 1992

-----

THE CARD BELOW (SHOWN BOTH SIDES) HAS BEEN PUT OUT BY OETS  
AND CONTAINS PROPERTY OWNER ADDRESS STANDARDS WHICH ARE  
STATED IN THE ADDRESS LAW AND OMITTED IN THE OROS BILL:

### STATE OF NEW JERSEY 9-1-1 EMERGENCY TELEPHONE SYSTEM

9-1-1 is the number to call:

- When life and property are in danger
- When you see a fire
- When a crime is being committed
- When you need Police, Fire or Medical Help NOW!



### PEEL OFF THESE EMERGENCY STICKERS PLACE ON YOUR TELEPHONE

These telephone stickers are distributed as a public service to your community by your public safety agencies and the New Jersey State Office of Emergency Telecommunications Services (OETS)

**9-1-1** NEW JERSEY'S  
**LIFELINE**

### HELP US FIND YOU!

9-1-1 is a fast, reliable and convenient way to contact police, fire or emergency medical services. The 9-1-1 system is designed to display your house number and street address to the dispatcher who answers your call. Make sure that your telephone company has listed in their records the name of the town you actually live in ... not your post office. So, after you call 9-1-1, how do the emergency services find you?

- Is your house number posted on your house?
- Can your house number be seen from the road? In darkness or bad weather?
- Are any numbers covered by shrubs or trees? Do they stand out from the background?
- If you live or work in a complex with multiple buildings: Is each building clearly marked? Apartment number? Trailer? Lot number?
- If your address is on your mailbox, can it be seen? Day or night? Is the mailbox in front of the correct house or apartment?
- Are the street signs correct for your address?
- Remember, an emergency vehicle may need to get to **your** house in a hurry!
- Can you afford the extra time it might take to locate your house in an emergency?

**POST YOUR HOUSE NUMBER  
HELP US HELP YOU!**

**Board of Chosen Freeholders  
Of The County of Burlington**

MOUNT HOLLY, NEW JERSEY  
08060

DEPARTMENT OF PUBLIC SAFETY  
Emergency Management  
Police Academy  
Forensic Science Laboratory  
Woodlane Road  
Mount Holly, N.J. 08060

17 AUGUST 1992



Mailing Address  
49 Rancocas Road  
Mount Holly, N.J. 08060  
(609) 261-3900  
Fax # (609) 265-0270

**9-1-1 LOCATABLE/MAILING ADDRESS COMMITTEE**

TO: MUNICIPAL MAYORS, ENGINEERS, & 9-1-1 COORDINATORS

FROM: ROD GOETTELMAHN, CHAIRMAN

SUBJECT: EMERGENCY SERVICES MAP (36" x 24" STANDARD SIZE)

-----  
Attached to the engineer's copy of this letter is a copy of the Southampton Township **EMERGENCY SERVICES MAP**. A small reduced copy is included with the other copies if we have enough. This type of map is required by the "ADDRESS LAW"

The map was printed from negatives made from the cover sheets of the House Numbering Plats which are tax maps with house numbers. Printing was the most cost effective way to produce hundreds of copies and the green background was selected for day and night reading contrast and definition. Black dotting was used on the back to enhance the entrance ways.

The map contains data on both sides so that only one piece of paper was needed. It was done full size on the front because the information was not readable if reduced, but the maps on the back have been reduced which is why the scale data was deleted.

The map is an EMERGENCY SERVICES MAP because:

1. The Map lists alphabetically all streets, PUBLIC & PRIVATE. (It also shows paper streets and thus the legend)
2. The street list is number/letter keyed to the cover sheet, and the lists on the sub-sections are keyed also.
3. HOUSE NUMBERING RANGES ARE SHOWN IN THE TRAPEZOIDS on key cartways. ([2300] is the 23 mile marker.)
4. The Map shows light tonnage bridges which is data that is important to tanker trucks and of value otherwise.
5. It shows the locations of schools and emergency facilities.
6. The Map shows the names of locations within the municipality.
7. The Map shows special hazards (high tension lines) and a low clearance bridge would qualify. Landing Zones were left off because they seem subject to change, but the airport was shown.
8. The Map should show anything else you feel is important and which is in keeping with the intent of the 9-1-1 LOCATABLE/MAILING ADDRESS LAW and/or of significant value.

This map was so well received by the Southampton Township Business Association that they shared one half the printing costs. The map has many other uses. Continued...

BEFORE YOU PROCEED:

1. Please get a copy of your tax map cover sheets to the BURLCO CLERK'S OFFICE so we can have a set of the municipal maps on file for use now. Do show street name corrections if they have been approved by ordinance.
2. Please check with the BURLCO 9-1-1 COORDINATORS OFFICE 267-2275 to see if you have any street name or house numbering problems in the "HIC-UP LIST" that is being compiled from problems that are being logged. We are collecting data on every delay due to address problems.
3. Please review the law and comply with its requirements which include the mile post numbering of the State Highways. The mile post signs are up on all county roads and **some** of them are best handled by mile posting their entire length since some of our municipalities did not coordinate numbering as requested years ago. Some are doing it now. Some sections of some county roads must remain numbered as existing and if you need guidance call the BURLCO 9-1-1 OFFICE.

**ON ANOTHER, BUT RELATED SUBJECT:**

The Burlington County (BURLCO) Tax Office can produce a street address guide which is a print out of the tax records by street and each address is then listed in numerical order. This list would be a perfect data base for New Jersey Bell use when connecting new telephone services since it is organized by municipality, **but it is incomplete** because the private streets and locations on those private streets are not included. This is being studied so that all the address data in each municipality can be listed on the street address guide so anticipate this and get all the data on those private streets which you will find in mobile home parks, private retirement communities, apartment complexes, marinas, and other similar situations. Each private address within a private campus will show the same block and lot number and the property owner, not the resident's name. 9-1-1 needs the location, not the tenant and it might be wise to ask the private owners to provide the data for you. We will let you know how to get the data onto the tax office street address guide when we have the system developed and the Freeholders have passed a Resolution.

This is the final part of the framework needed for 9-1-1 operations and as each municipality completes the requirements set forth by the address law, including LAST LINE IDENTITY, address confusion will be resolved and eliminated once and for all.

THANK YOU FOR YOUR COOPERATION. IF YOU NEED SPECIAL HELP LET THE COMMITTEE KNOW BY CONTACTING THE 9-1-1 COORDINATOR'S OFFICE...